

SCHOOL FOODSERVICE REVIEW FORM

A. GENERAL INFORMATION

School Reviewed _____ Principal _____ Reviewer _____	Date Reviewed _____ Manager _____ First Review _____ Follow-up Review _____
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B.	TRAINING, PROCEDURES, AND APPLICATIONS	YES	NO	N/A
1.	There are detailed collection procedures on file for collecting money, checks, etc.			
2.	Specific staff is responsible for collections and trained in these procedures.			
3.	Backup staff is available and trained in the approved collection procedures.			
4.	All applications on file are correctly approved or denied.			
5.	The roster for free and reduced eligible students is updated as changes occur.			
6.	Students are properly categorized on the roster.			
7.	The "Justice for All" sign is displayed for public viewing.			
8a.	The Manager and workers have been trained in the Civil Rights Procedures.			
8b.	Each employee reviews the kitchen's standard operating procedures at least annually. Written documentation of the review is maintained.			
9.	Monitoring charts are complete and current, including: Temperature/Chemical logs for the refrigerators, freezers, cooking line, service line, storeroom, and dishwasher.			
10.	If there is a special modification to a NSLP meal, is the proper documentation on file?			
C.	MEAL COUNTS	YES	NO	N/A
11.	All cashiers know what constitutes a reimbursable meal.			
12.	All cashiers review the menu prior to the meal service.			
13.	Cashiers (or other staff members) are placed at a location where they can ensure that each student's meal has the necessary food items before the meal is recorded as reimbursable. (This location is called the "Point of Service".)			
14.	Based on observation of the meal service, meals are counted according to the established procedures. If no, explain the procedures being used:			
15.	Reimbursement is claimed for only one meal, per student, per meal service.			
16.	Cashiers correctly record meal counts.			
17.	Checker/cashier checks for students that receive duplicate meals.			
18.	Is there a follow-up procedure for multiple meal use?			
19.	There is an adequate system in place to handle lost, stolen, or destroyed tickets, tokens, I.D., etc. Describe the system:			
20.	Meal counts are totaled and recorded by category at the end of the service.			
21.	There is a system for recording meal counts for visiting students. If yes, describe:			
22.	The school uses the established procedure to document charged meals.			
23.	At the end of the meal service, actual cash is counted and recorded without regard to the meal count.			

SCHOOL FOODSERVICE REVIEW FORM (continued)

		YES	NO	N/A																																																							
24.	The deposits are consistent with cash receipts.																																																										
25.	The daily record of meal participation is properly completed.																																																										
26.	The daily record of meal participation is checked by another staff member.																																																										
D.	EDIT CHECKS	YES	NO	N/A																																																							
27.	A comparison is made between the number of free and reduced price meals served daily and the number of approved free and reduced price applicants listed on the master roster.																																																										
28.	Appropriate steps are being taken to identify and eliminate the cause of excess meal counts.																																																										
29.	<p>Compare the number of students who are eligible for free and reduced price meals for the day of the review, to the number of free and reduced price meals which will be claimed. Please use the school's attendance factor (students attended compared to enrollment). If necessary, you may use the national attendance factor of .936:</p> <table border="1"> <tr> <td>a</td> <td></td> <td>X</td> <td></td> <td>=</td> <td></td> </tr> <tr> <td></td> <td>Free Eligible</td> <td></td> <td>Attendance Factor</td> <td></td> <td>Maximum Free (a)</td> </tr> </table> <p>Compare the result to the # of free meals claimed _____ [The # should be less than or equal to (a)].</p> <table border="1"> <tr> <td>b</td> <td></td> <td>X</td> <td></td> <td>=</td> <td></td> </tr> <tr> <td></td> <td>Reduced Price Eligible</td> <td></td> <td>Attendance Factor</td> <td></td> <td>Maximum Reduced Price (b)</td> </tr> </table> <p>Compare the result to the # of reduced price claimed _____ [The # should be less than or equal to (b)].</p>	a		X		=			Free Eligible		Attendance Factor		Maximum Free (a)	b		X		=			Reduced Price Eligible		Attendance Factor		Maximum Reduced Price (b)																																		
a		X		=																																																							
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30.	<p>Compare the last ten days of meal counts with the day of the review:</p> <p>Meal Count on the Day of Review:</p> <table border="1"> <tr> <td>Day</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>Date:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Free</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduced</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paid</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Are the counts consistent? If not, state the reason why:</p>	Day	1	2	3	4	5	6	7	8	9	10	Date:											Free											Reduced											Paid													
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SCHOOL FOODSERVICE REVIEW FORM (continued)				
F.	CORRECTIVE ACTION PLAN		Person Responsible for Monitoring Corrective Action	Implementation Date for Corrective Action
	School:			

Last day to conduct second review (45 days)

Signature of Reviewer	_____	Date	_____
Signature of Manager	_____	Date	_____
Signature of Principal	_____	Date	_____

PLEASE NOTE:
THIS FORM MUST BE RETURNED TO THE STATE AGENCY with your site review summary documentation.

School Year 2005-2006

School District: _____

School Name:		Amount of time between class and cafeteria?	Amount of time in line?	Amount of time at table?	Amount of time for recess?	Recess before lunch?				
Principal's Input										
Grade										
First										
Third										
Fifth										
Middle School										
High School										
		Breakfast Program		Breakfast in Classroom		After School Snack Program		Summer Option Program		
Is the principal aware of the following programs :	Yes	No	Yes	No	Yes	No	Yes	No		

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School Year 2005-2006

School District: _____

	Policy changes affect all school programs. Is your school principal aware of the impact of the following resolution and policy changes?									
School Name:	Assembly Concurring Resolution (ACR) #5 - Breakfast Participation Increase.		Suggestions for increased School Breakfast Program participation include: Testing Week; Mother's Day; Valentine Day; Before School Programs; Incentive Programs;		Possible need to implement bell schedule changes and provide staff training due to breakfast and lunch seat time requirements in the Statewide School Wellness Policy?		Has your school district implemented its own wellness policy, yet?		Elementary: Elementary school lunch will be scheduled after recess to encourage better food consumption and less plate waste. An exemption may be applied for hardship in 2006-2007.	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Changes to the seated time for the breakfast and lunch meals? 15 min at Breakfast and 20 min at Lunch		Aware of the need to promote increased activity?		Aware of the need to appoint a "Wellness Coordinator"?		Aware of the need to develop rewards, incentives, and fund raising projects that use foods within the wellness policy, when foods are used?		Are teachers aware of their role in promoting the healthy school environment when talking with parents and role modeling for children?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
ACR #5 - Location	http://www.leg.state.nv.us/73rd/bills/ACR/ACR5_EN.pdf RESOLVED BY THE ASSEMBLY OF THE STATE OF NEVADA, THE SENATE CONCURRING, That the Nevada Legislature hereby strongly encourages the school districts in this State to: 1. Offer school breakfast in every school in Nevada that has a population of over 100 students; and 2. Increase the number of students participating in the School Breakfast Program in Nevada by 15 percent by the end of the year 2005 and by another 15 percent by the end of the year 2006 so that the statewide participation would effectively become 40 percent of those students who are qualified for free and reduced-price breakfasts; and be it further									
Statewide School Wellness Policy - Location	http://www.doe.nv.gov/edteam/ndeoffices/schoolhealth/attachment/301881/0_Wellness_Policy_Excerpt_7-13-05.DOC									